

TSID Guidelines for Local Chapters Requesting Co-Sponsorship of Workshops

TSID will accept applications from TSID local chapters who are in compliance with “Responsibilities of Chapters to TSID” in the By-Laws for co-sponsorship of interpreter workshops. The completed application must be submitted to the TSID Secretary at least three (3) months prior to the scheduled date of the workshop.

TSID will co-sponsor the workshop by paying up to 50% of the cost of the workshop and will require a share of the profits equal to its percent of sponsorship.

Workshops may vary from one-half day (no less than 3 contact hours) to four days in length.

The application must include the following:

- **SUMMARY:** A summary statement of the workshop which includes, but is not limited to, the name of the presenter(s), dates and hours of the workshop, type of training, the target population, and the geographic area.
- **OUTLINE:** An outline of the workshop from the presenter, included with the outline should be a list of materials to be used, an agenda, and statements addressing the following:
 1. Goals and objectives of the workshop- there should be from one to three goals listed. Objectives are measurable steps to achieve a goal.
 2. Methodology- Describe the training methods, materials, etc. to be used in attaining the stated objectives.
 3. Anticipated outcome - Describe the expected results and/or benefits of the workshop.
- **QUALIFICATIONS OF PRESENTER(S):** A statement of the qualifications of all presenters of the workshop must be offered. This may be in the form of a resume or vita.
- **BUDGET:** A comprehensive budget must be presented. It should include the presenter’s fee, travel and lodging expense, printing for materials (handouts) and advertising, postage, refreshments, and any other anticipated expense. This budget should also include the cost per participant, anticipated profit, and what percent of the cost/profit you wish TSID to assume. A final budget must be submitted to the TSID Secretary no later than three (3) weeks after the completion of the workshop.
- **ADVERTISING:** The local chapter may work with the InterpreTexan Editor to disseminate the advertising and information on the workshop by utilizing the InterpreTexan and /or the TSID electronic mail distribution resource(s).

- **EVALUATION:** An evaluation form must be given to each participant of the workshop at the conclusion of the presentation. Submit a summary of the evaluations to the TSID Secretary no later than three (3) weeks after the completion of the workshop.

If separate member and non-member fees are charged to the participants of the workshop, the definition of “member” must be extended to all TSID members, not just local chapter members.

After TSID’s Secretary has received the completed proposal, the Secretary will present it to the Board of TSID at the next available Board meeting for review and vote. Keep in mind the board meets approximately 6 or 7 times a year so submit your proposal in sufficient time to allow for preparation, advertising, etc. If accepted, the Board will issue the local chapter a contract for signature. The contract will be issued based on the acceptance of the proposal and available TSID funds.

The local chapter is responsible for obtaining any CEU’s for the workshop. RID CEU’s can be obtained through TSID. See the Sponsoring RID CEU policy. Any fees for applying for RID CEU’s through TSID will be waived if the proposal is accepted.

DOCUMENT HISTORY

- Established ??/????
- Revised 12/2004